

North Fork Rancheria Indian Housing Authority  
57907 Old Mill Site Court  
North Fork, CA 93643  
(559) 877-7360

Board of Commissioners Meeting Minutes  
July 10, 2019  
5:00 pm

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Commissioners Present

Thomas Galt  
Bobby Hale  
Richie Cline  
Christopher Aguirre  
Elaine Fink  
Katrina Guitierrez  
Jacquie Van Huss

Commissioners Absent

Shannon Wentworth

Staff

Paul Irwin  
Debora Kerns-Barba  
Bernice Polkenhorn

Guests

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A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:05 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Bobby Hale motioned to approve the agenda with the addition of:

- G(1): Roundabout

Christopher Aguirre seconded, and the motion carried 7/0/0.

D. **APPROVAL OF MINUTES 6/12/2019:**

Richie Cline motioned to approve the 6/12/19 meeting minutes, Bobby Hale seconded, and the motion carried 7/0/0.

E. **REPORTS:**

(1) **Director:**

i. **Lot 7:**

The Director reported that the rehabilitation of this rental unit is complete and the future tenant plans to get keys tomorrow.

ii. **2017 ICDBG – Sierra Mono Museum:**

The director reported that roofing is complete, and we have been installing exterior drain lines and forming sidewalks and footings for traffic barriers, future flag poles and pergola structure. The crew has also relocated the large rock with the assistance of a local operator, and it has been placed at the north end of the parcel. The Project Manager called for an inspection today on rough frame and we passed and are ready to insulate. The inspector will return to inspect insulation and confirm compliance with title 24 specifications prior to drywall. The crew is preparing to pour sidewalks, and then will be able to proceed with exterior doors and siding. Drywall has been procured and approved, and will be scheduled following insulation, and can occur in conjunction with our work on the exterior.

iii. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that the Tribe has been awarded the FY 2018 ICDBG in the amount of \$605,000. The director will be returning the grant agreement with a revised implementation schedule and begin coordinating initial tasks such as environmental review. The original grant deadline and proposed start date was extended due to the government shutdown, which is why a revised implementation schedule is necessary.

iv. **Mill Site Road:**

The director reported that he received back the geotechnical report and surveying and has provided it to the engineers. We should expect preliminary engineering back in the next few weeks, at which point we will have a follow up meeting with NFCDC representatives to review the preliminary budget and discuss plans moving forward.

v. **IHBG Competitive Funding Opportunity:**

The director reported that he attended NOFA training and received valuable information in how to structure the application and maximize points. The application is due August 8<sup>th</sup>. Resolutions and other necessary documents will be presented for approval at next meeting. The director reported that this will be his main priority until the deadline and will be dedicating all available time to this application.

vi. **Staff Training:**

The director reported that Sexual Harassment and Abusive Conduct Prevention Training as required by California's S.B. 1343 has been rescheduled for Wednesday, July 17<sup>th</sup> at 10am. Staff has confirmed that Commissioners may attend, and we have several available spaces within our conference room for any Commissioners seeking to attend.

(2) **Chairperson:**

(3) **Other:**

i. **Financials:**

The director and staff presented the financials as of July 1<sup>st</sup>.

ii. **Monthly Report:**

The director and staff presented the monthly report for June.

iii. **Maintenance Report:**

The director and staff presented the monthly maintenance account report for June.

F. **NEW BUSINESS:**

G. **OLD BUSINESS:**

(1) **Roundabout:**

Tribal Council representatives stated that the Tribal Council would be the point of contact for the Madera County Roundabout Project. A question regarding excess dirt from the Sierra Mono Museum project was raised and the director stated that he had not been contacted and had not spoken with the contractor for the roundabout project regarding dirt. The director stated that he and the project manager had received several inquiries overtime and have stated that we were not disposing of the dirt. The director expressed to the BOC that any value of the dirt would have to first reimburse the Tribe's BIA Tribal Transportation Program (TTP) which funded the transport of the dirt, and that the tribe would have a future need for related HUD ICDBG and BIA TTP projects at the North Fork Mill Site.

H. **EXECUTIVE SESSION:**

Jacquie Van Huss motioned to go into executive session at 5:34 pm, Richie Cline seconded, and the motion carried 7/0/0.

(1) **FY 2020 IHP:**

The director and staff presented the proposed budget for the FY 2020 Indian Housing Plan (IHP) due on July 18<sup>th</sup>. The director stated that the full plan would be emailed to the BOC for final approval by Monday, July 15<sup>th</sup>.

(2)

[REDACTED]  
The director reported on the approval of non-low emergency rental assistance.

(3)

[REDACTED]  
The director and staff provided an update on the prior soft second loan recipient seeking to refinance.

(4)

[REDACTED]  
The director and staff reported on a pending applicant for non-low down payment assistance. Jacquie Van Huss motioned to approve the non-low down payment assistance in the amount of \$36,166.20, Bobby Hale seconded, and the motion carried 7/0/0.

(5)

[REDACTED]  
The director and staff provided an updated on prior soft second loan recipient. Consensus of BOC to send notice stating that the citizen is currently ineligible for future services pursuant to the NFRIHA Admissions and Occupancy Policy.

(6)

The director and staff reported on a housing rehabilitation applicant and discussion was held related to access and residential lease. Bobby Hale motioned to deny rehabilitation due to lack of legal access, Christopher Aguirre seconded, and the motion carried 7/0/0. The BOC determined that the applicant would be eligible for services once legal access was obtained, and staff has provided coordination with California Indian Legal Services and will offer the availability of emergency rental assistance..

(7)

**Personnel:**

The director presented an employment application and pre-employment screening for the BOC's consideration. Consensus of the BOC to employ the applicant.

(8)

**Exterior Inspections:**

The director reported that we conducted exterior inspections on May 30 & 31<sup>st</sup>. Notices and follow up inspections were conducted on June 24<sup>th</sup>. The BOC provided guidance on noncompliant units, and violation notices will be issued requiring corrective action.

(9)

**Policies:**

Tabled. The director and staff will prioritize following IHBG Competitive grant application deadline.

Bobby Hale motioned to come out of executive session at 7:13 pm, Jacquie Van Huss seconded, and the motion carried 7/0/0.

I.

**NEXT MEETING:**

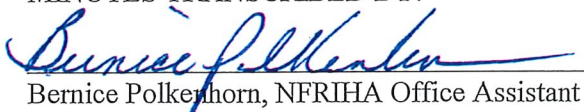
July 24, 2019 at 5:00 pm.

J.

**ADJOURNMENT:**

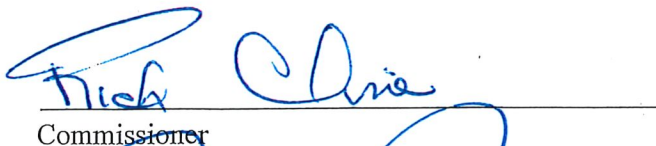
Katrina Guitierrez motioned to adjourn at 7:14 pm, Elaine Fink seconded, and the motion carried 7/0/0.

MINUTES TRANSCRIBED BY:

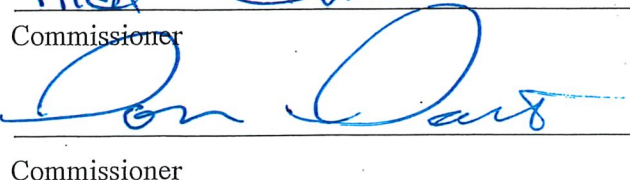
  
Bernice Polkenhorn, NFRIHA Office Assistant

**COMMISSIONER APPROVAL**

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 24<sup>th</sup> day of July 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 6 for, 0 against, and 0 abstaining.

  
Commissioner

7-24-2019  
Date

  
Commissioner

7-24-2019  
Date